



Job Opportunity

State Controller's Office

Position: Program Technician II (2 positions)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: October 27, 2005

Final Filing Date: Until Filled

Contact/Telephone:

Catherine Schumacher, (916) 323-8472

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-9928-056
051-550-9928-098
Ref 1027-CSU6

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by a Supervising Program Technician III (Unclaimed Property), the incumbent will process the more difficult claims against unclaimed property accounts by verifying pertinent information and applying all applicable laws and rules governing the program. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review claims submitted by both private and public sectors to verify the appropriate distribution to the owner/s or heir/s;
- Recommend payment of claims submitted in accordance with State Laws, Rules and Regulations, Unclaimed Property Law, Civil Code, Code of Civil Procedures, Attorney General opinions, Government Codes, and the Probate Code;
- Provide difficult program information to the general public to assist in properly completing claim forms;
- Review documentation submitted for substantiation of ownership, which includes Tables of Heirship for disputed claims to ensure all information is in compliance with the Probate Law;
- Prepare the written Tables of Heirship for review and presentation to management and legal staff for distribution resolution;
- Respond to various inquiries of average difficulty regarding claims with multiple heirs and trusts;
- Provide suggestions to departmental officials, employees, and claimants regarding the Unclaimed Property Program, procedures, and policies;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Provide guidance to the public, Corporate Executives, and Public Administrators to resolve difficult problems related to abandoned property claims;
- Respond to all telephone inquiries regarding claim questions, problems, or status requests within two (2) business days;
- Track claims and inquiries regarding distribution of estate, abandoned property, trust, or stock account assets;
- During peak periods assist with answering the Call Center's toll-free telephone lines.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Catherine Schumacher

Reference 1027-CSU6, 051-550-9928-056, 051-550-9928-098 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).